

***State of Washington
Department of Transportation
Notice to Consultants
On-Call Staffing Support Services for WSF***

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered for On-Call Staffing Support Services for in-house personnel for Washington State Ferries (WSF). The approximate dollar value of the consultant agreement will be \$8 million. WSDOT may award two (2) or more agreements. Each agreement will be for six (6) years in duration. WSDOT may at its discretion, extend the agreements or supplement it with additional funds.

Project Description

These On-Call agreements would supply temporary, professional and semi-professional staff necessary to accomplish work for WSF including Vessel and Terminal Design, Construction, Maintenance, and Operations for the following legislature approved projects:

- Thirty-four (34) Vessel Preservation projects;
- Construction of four (4) new auto ferries;
- Five (5) Vessel Life Extensions; and
- Terminal Projects including- Anacortes Multimodal, Terminal Building and Tie-up Slip Relocation projects; Bainbridge Timber Trestle and Slip Replacement, Dock Widening, and Trestle Widening projects; Eagle Harbor Maintenance Facility Evaluation project; Edmonds Crossing Multimodal Terminal, and Overhead Loading projects; Friday Harbor Standard Transfer Span, Slip Refurbishment, Terminal Preservation, and Slip Refurbishment projects; Kingston Transfer Span Retrofit project; Mukilteo Multimodal and Tower Repair projects; Port Townsend-Keystone Multi Terminal projects; Seattle Terminal Building Replacement, Interim Retail Development, Operations Integration, Timber Pile Preservation and Repair, Slip 3 Overhead Loading, and Slip 1 OHL Construction projects; Point Defiance Trestle Replacement, Tahlequah Trestle Replacement; Keystone Terminal Relocation, Port Townsend Offshore Preservation, and Port Townsend Trestle Offshore Expansion projects; and Fauntleroy-Southworth Preservation project.

The specific intended purpose of the agreement is to provide On-call staffing support in performing the tasks required of WSF in carrying out its duties and responsibilities in delivering the above discussed legislature approved terminal and vessel projects.

These responsibilities consist of the following:

- Marine Engineering, including naval architecture, marine design, electrical, hull, and mechanical;
- Marine Construction, including estimating, administration, management, inspection and risk analysis;
- Marine environmental analysis including marine biology, sediment contamination, environmental documentation (NEPA/SEPA), permitting support and Coastal Engineering;

- Architecture and Urban Design, Graphics Support, Operations Management Support, Accounting, Program Management and Strategic Planning Services;
- Maintenance and Repair of Vessels, and Terminals; and
- General, including but not limited to Marine Operations, other engineering professions, public affairs, management analysis, contract administration, budget analysis, and other areas as needed.

Note: Sub-consultants shall not be included in a consultant's submittal. All consultants who are interested in responding to the advertisement must submit as a prime consultant. If sub-consultants are included in the submittal, it will be deemed non-responsive.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firm;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications;
4. Firms Project Management System;
5. References/Past Performances; and
6. Cost Factors.

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. Scoring criteria will be rated on a scale that varies from 0 (Low) to 20, or 30 (High.)

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets A and B. Your Statement of Qualifications for:

"Packet A" must clearly identify your firm name and the title of the Request for Qualifications on the cover and consist of:

- Your responses to Criteria 1 through 4.

“Packet B” must clearly identify your firm name and title of the Request for Qualifications on the cover and consist of:

- Your letter of transmittal;
- Your response to Criteria 5 & 6; and
- Your Submittal Information Packet forms, for both the Prime and all sub-consultants on your proposed team.

The page limitation does not apply to the front and back covers of “Packet A” and all of “Packet B.”

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications on the cover of the submittal packets and the letter of transmittal;
- Statement of Qualifications broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your “Packet A” and one (1) copy of “Packet B”, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Thursday, July 22, 2004:

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Note: Please be aware that if you mail your submittal utilizing the United States Postal Service (USPS), an additional two (2) working days will be added to the delivery time due to the fact that all State Agency mail must go through an internal Campus Mail system first before it reaches its final destination. Submittals mailed via USPS must account for this added delivery time in order for the submittal to reach the Consultant Services office by the due date and time.

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7147.

Any questions regarding the technical aspect of this submittal should be directed to Mr. Tharmalingam “Brem” Bremjit, Consultant Liaison Engineer for WSF at 206-515-3767.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Thursday, June 24, 2004 and Thursday, July 1, 2004.

Submittal Due Date: Thursday, July 22, 2004.